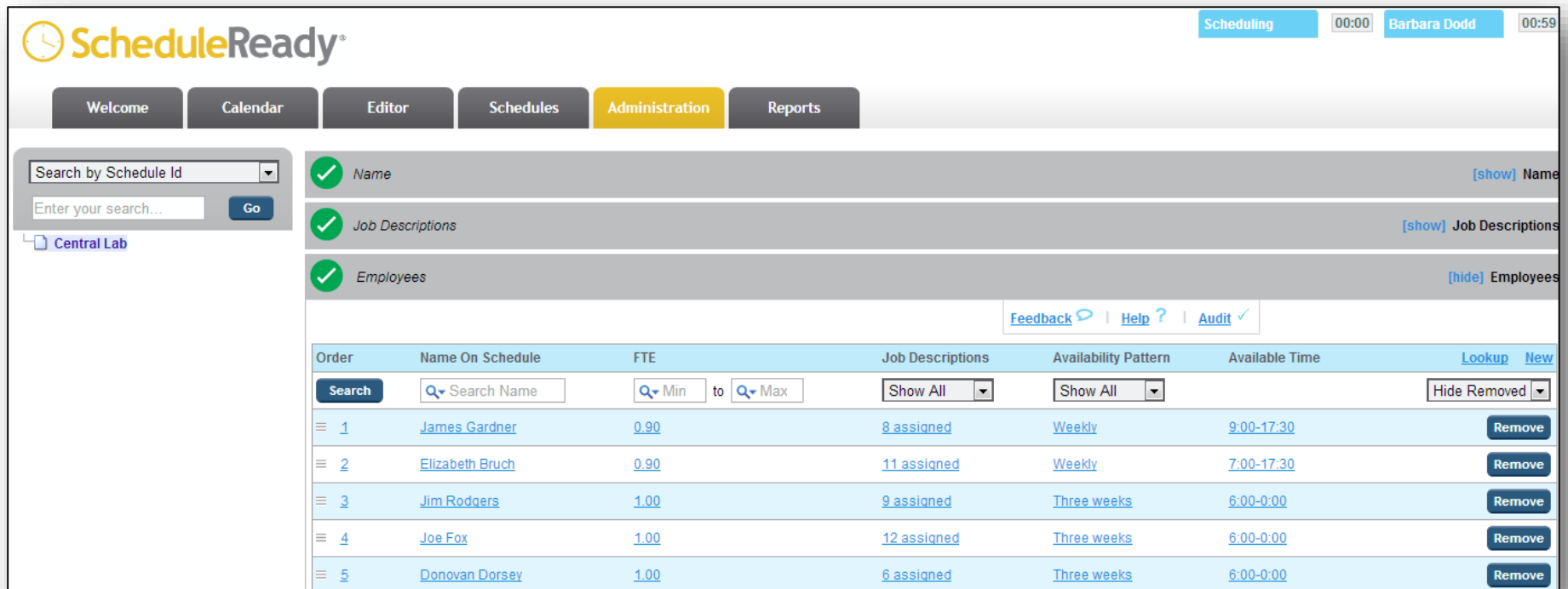


Administration Tab Employee Color Bar

This reference guide provides a process overview of how to adjust the employee build order within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- Adjust the employee build order



The screenshot shows the ScheduleReady Administration interface. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration' (highlighted), and 'Reports'. The 'Administration' section is active, showing a search bar for 'Search by Schedule Id' and a list of items: 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded, displaying a table with the following data:

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	James Gardner	0.90	8 assigned	Weekly	9:00-17:30		Remove
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30		Remove
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00		Remove
4	Joe Fox	1.00	12 assigned	Three weeks	6:00-0:00		Remove
5	Donovan Dorsey	1.00	6 assigned	Three weeks	6:00-0:00		Remove

Adjust Employee Build Order

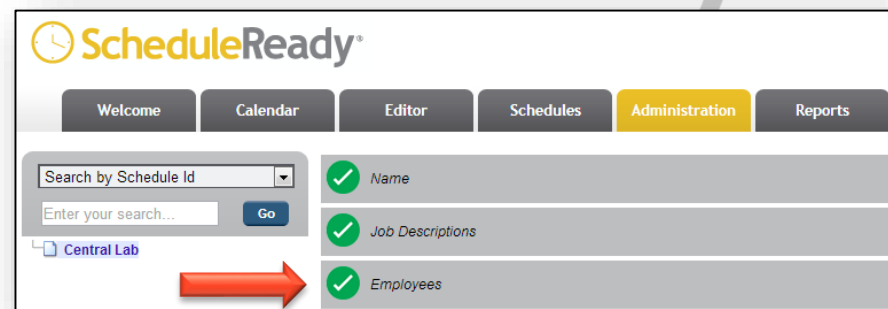
Some schedule complexities may require that certain employees are structured to build ahead of other employees when the system schedule build is generated. There are three schedule priority values within ScheduleReady 4.5:

- **Schedule Priority 1:** The initial default value for all employees. The system build attempts to schedule employees with this schedule priority first.
- **Schedule Priority 2:** The system build attempts to schedule employees with this schedule priority value next.
- **Schedule Priority 3:** Employees cannot be set to this schedule priority unless at least one employee set as a Schedule Priority 2. The system build attempts to schedule employees with this schedule priority value last.

Important: Because the system builds one day at a time, schedule priorities are executed as each day of the schedule period is built. The system *does not* attempt to schedule all Schedule Priority 1 employees across the entire schedule period, and then start over at the beginning of the schedule period and attempt to schedule Schedule Priority 2 employees.

Adjust Employee Build Order

1. Click **Employees**.



2. In the row of the employee whose priority setting you wish to edit, click the **FTE** value.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	James	0.90	8 assigned	Weekly	9:00-17:30	Remove	
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove	
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00	Remove	

A screenshot of the 'Employees' table in the ScheduleReady application. The table has columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, Available Time, and actions (Lookup, New, Remove). A red arrow points to the 'FTE' value '0.90' in the first row.

3. On the **Schedule Priority** menu, click the desired priority value.

4. Click **Save Changes**.

EDIT FTE

Employee: James Gardner
Number of Schedules: 1 [view](#)
Payroll Period: Two weeks
Overtime Period: Weekly

FTE: 0.9
Float or Per Diem: No
Schedule Priority: 1

Save Changes [Add](#)

EMPLOYEE PROPERTIES

Property	Value
The maximum number of consecutive days an employee can work between all schedules is 1-14 (0 = unlimited)	10
The maximum number of hours the employee can work in one pay period between all schedules	72.00

SCHEDULE HOUR PROPERTIES

Property	Value
The maximum number of hours the employee can work in a pay period	72.00
The minimum number of hours the employee should work in a pay period	8.00

SCHEDULE SHIFT PROPERTIES

Property	Value
The maximum number of shift assignments the employee should be assigned in a pay period	10
The minimum number of shift assignments the employee should be assigned in a pay period	1

SCHEDULE DAY PROPERTIES

Property	Value
The maximum number of days the employee can work in a pay period	10
The minimum number of days the employee should work in a pay period	1

